

THE UNIVERSITY OF ALABAMA

Student Financial Aid

2018-2019 Verification
Dependent Student Verification

Student Last Name First Name M.I.

Campus Wide Identification Number (CWID) Date of Birth

Your 2018-19 *Free Application for Federal Student Aid* (FAFSA) was selected for verification. You must complete the following and attach all required documentation. You will not be awarded federal financial aid until all documentation has been submitted and processed.

SECTION 1

TAX FILER INFORMATION

The 2018-2019 FAFSA requires 2016 tax information. You must submit a signed copy of page 1 and 2 of your 2016 federal tax return and W-2's from each employer. If you do not have a copy of your 2016 federal tax return, you can obtain a Tax Return Transcript from the IRS. You can find instructions for obtaining the 2016 Tax Return Transcript at <https://financialaid.ua.edu/verification/>.

SECTION 2

NON-TAX FILER INFORMATION

If you are not required to file a 2016 Federal Income Tax Return, you must complete the following.

List all income you earned from work in 2016. Attach W-2 forms from all employers.

2016 Sources of Income from Work	Total Income Earned

NON-TAX FILERS MUST SIGN THE FOLLOWING STATEMENT:

I have not filed, am not required to file and will not file a 2016 Federal Income Tax Return.

Student Signature

Date

SECTION 3

CERTIFICATION-STUDENT MUST SIGN

By signing this worksheet, I certify all the information reported to qualify for federal student aid is complete and correct.

Student Signature

Date

IRS Tax Return Transcript Request Process

Tax filers can request an IRS Tax Return Transcript of their 2016 IRS tax return information free of charge.

When requesting a tax transcript, tax filers will need to provide their Social Security Number (SSN), date of birth, street address, and zip code that is listed on the latest tax return filed with the IRS. However, if an address change was made with the IRS or the US Postal Service, the IRS may have the updated address on file. If this is the case, use the updated address. When requesting a transcript using the online or telephone request for a joint tax return, use the primary tax filer's information (e.g., SSN).

Online Request

- Available on the IRS Web site at www.irs.gov.
- Click on "File" on the homepage (top left under IRS logo).
- Under "Other Resources" click on "tax record".
- Click "Get Transcript Online".
- Follow the prompts to request a transcript.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select the option to request an IRS Tax Return Transcript and then enter the year you are requesting.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used when requesting an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- Complete lines 1 – 4, following the instructions on Page 2 of the form.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party.
Do not list The University of Alabama as a third party to receive the Tax Transcript. It will be difficult for Student Financial Aid to match a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.
- On Line 6, enter "2016" to receive tax information for the 2016 tax year.
- The tax filer must sign and date the form and enter their telephone number. When requesting a joint transcript using the paper process, either spouse may submit the request and only one signature is required.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on Page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes the signed request.
- For Fiscal Year Tax Filers use the IRS Form 4506-T <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

NOTE: If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.